



Show Information

The Albany Auto Show
November 3-5, 2023

Official Service Provider

Clifton Park Convention Services
871 Main Street
Clifton Park, NY 12065

Phone 518-877-7449
Fax 518-877-6356
e-mail cpconvention@cliftonparkrental.com

Booth Package

Carpet for booth space
8' high back drape
3' high side drape
8'x24" skirted table - white vinyl top w/ skirt
2- folding chairs
7" x 44" ID Sign

Order Forms

Order Summary
Furniture Order Form
Material Handling Order Form
Shipping Labels
Labor Order Form
Fork Lift Order Form

Please mail, fax or e-mail order forms with Order Summary to Clifton Park Convention Services. All orders must be paid in full including appropriate sales tax. Rental price includes all materials, delivery to booth, removal after show. All materials are to remain the sole property of Clifton Park Convention Services.

Important Dates

| | |
|------------|--|
| 10/2/2023 | Advance shipments may begin arriving @ warehouse |
| 10/25/2023 | Last day for advance shipments to warehouse |
| 10/23/2023 | Last day for advance pricing on furniture orders |
| 11/1/2023 | Exhibition Hall Display begins 8am |
| 11/1/2023 | Exhibitor Hall move in (Cars in 12pm-3pm) |
| 11/2/2023 | Concourse Display Setup starts at 8am |
| 11/2/2023 | Concourse Display & Exhibitors move in 8am - 2pm (Cars In @ 11/02@10am-12am) |
| 11/2/2023 | Arena Exhibitors & Display move in 8am - 2pm (Cars In 11/02 @1pm-1:30pm) |
| 11/3/2023 | Show Hours 3pm - 7pm |
| 11/4/2023 | Show Hours 10am - 7pm |
| 11/5/2023 | Show Hours 10am - 5pm |
| 11/5/2023 | All exhibit materials must be removed by Midnight |

CPCS Service Desk

CPCS will maintain a service desk during exhibitor move-in to assist with any questions and offer on-site rentals

Service Desk Dates & Hours
Wednesday, November 2nd, 2022 9am to 5pm
Thursday, November 3th, 2022 9am to 5pm

Shipping Address

Your Company Name / Booth # / Show Name
C/O Clifton Park Convention Services
871 Main Street
Clifton Park, NY 12065

clifton park

A SPECIAL EVENTS COMPANY

ORDER SUMMARY & PAYMENT

The Albany Auto Show
November 3-5, 2023

Advance Order Deadline

10/23/2023

BILLING INFORMATION

EXHIBITING COMPANY

BOOTH NUMBER

COMPANY OR THIRD PARTY RESPONSIBLE FOR PAYMENT

CONTACT

STREET ADDRESS

CITY

STATE

ZIP

PHONE

FAX

PURCHASE ORDER

SHOW SITE CONTACT

SHOW SITE CONTACT PHONE

E-MAIL

IMPORTANT!! THIS FORM MUST BE ACCOMPANIED BY ORDER FORMS AND FULL PAYMENT. Please note that orders received without full payment, including 8% tax, cannot be processed.

Note - We cannot guarantee items will be available at the show, so order in advance when possible. No refunds after item has been reserved.

ORDER SUMMARY

FURNITURE

\$

MATERIAL HANDLING

\$

LABOR

\$

SIGN

\$

FORK LIFT

\$

TOTAL REMITTANCE

\$

METHOD OF PAYMENT

ENCLOSED CHECK #

VISA

MASTER CARD

AMX

DISCOVER

I, _____ authorize Clifton Park Convention Services to charge my card holders name

credit card # _____ security code _____ expiration date _____

for the above charges.

Signature: _____



Furniture Rental Order

The Albany Auto Show
November 3-5, 2023

ADVANCE DEADLINE **10/23/2023**

EXHIBITOR: _____ BOOTH # _____
CONTACT: _____ PHONE: _____

TABLES

| | 30" HIGH BARE | | 30" HIGH W/ SKIRT | | 42" HIGH BARE | | 42" HIGH W/ SKIRT | | TOTAL \$ |
|-----------------------|---------------|---------|-------------------|---------|---------------|---------|-------------------|----------|----------|
| | Advance | Regular | Advance | Regular | Advance | Regular | Advance | Regular | |
| 4' Rectangular Table | \$17.00 | \$21.00 | \$49.00 | \$62.00 | \$38.00 | \$47.00 | \$76.00 | \$95.00 | _____ |
| 6' Rectangular Table | \$22.00 | \$27.00 | \$56.00 | \$69.00 | \$43.00 | \$54.00 | \$82.00 | \$103.00 | _____ |
| 8' Rectangular Table | \$28.00 | \$36.00 | \$63.00 | \$79.00 | \$49.00 | \$62.00 | \$89.00 | \$111.00 | _____ |
| 6' x 18" Narrow Table | \$22.00 | \$27.00 | \$56.00 | \$69.00 | \$43.00 | \$54.00 | \$82.00 | \$103.00 | _____ |

Skirt Color: red white blue black gray gold burgundy green

| | 30" HIGH BARE | | 30" HIGH W/ LINEN | | 42" HIGH BARE | | 42" HIGH W/ LINEN | | TOTAL \$ |
|-----------------|---------------|---------|-------------------|---------|---------------|---------|-------------------|---------|----------|
| | Advance | Regular | Advance | Regular | Advance | Regular | Advance | Regular | |
| 24" Round table | \$19.00 | \$24.00 | \$56.00 | \$69.00 | \$40.00 | \$50.00 | \$66.00 | \$82.00 | _____ |
| 36" Round Table | \$19.00 | \$24.00 | \$56.00 | \$69.00 | \$40.00 | \$50.00 | \$66.00 | \$82.00 | _____ |

Linen Color: red white blue black gray gold burgundy green

CHAIRS

| | Advance | Regular | TOTAL \$ |
|------------------------|---------|---------|----------|
| Standard Chair | \$7.00 | \$9.00 | _____ |
| Padded Chair | \$28.00 | \$36.00 | _____ |
| Padded Stool | \$44.00 | \$56.00 | _____ |
| Executive Office Chair | \$48.00 | \$61.00 | _____ |

CARPETING

| | Advance | Regular | TOTAL \$ |
|---------------------|----------|----------|----------|
| Single Booth Carpet | \$192.00 | \$202.00 | _____ |
| Double Booth Carpet | \$384.00 | \$394.00 | _____ |
| Triple Booth Carpet | \$576.00 | \$586.00 | _____ |

Custom Carpet
width _____ length \$2.50 \$2.80

Choose Color
 red blue gray toast black

DISPLAY

| | Advance | Regular | TOTAL \$ |
|---|----------|----------|----------|
| Easel | \$20.00 | \$25.00 | _____ |
| Easel w/ Flip Chart | \$49.00 | \$62.00 | _____ |
| Single Riser 6' x 8.5"hx12"d | \$28.00 | \$36.00 | _____ |
| Pegboard 4' x 8' | \$66.00 | \$83.00 | _____ |
| Vertical _____ Horizontal _____ | | | |
| Tackboard 4' x 8' push pin | \$166.00 | \$207.00 | _____ |
| Vertical _____ Horizontal _____ | | | |
| Tackboard 4' x 8' velcro | \$166.00 | \$207.00 | _____ |
| Vertical _____ Horizontal _____ | | | |
| 2- 8' uprights & cross bar | \$34.00 | \$42.00 | _____ |
| Slat/Grid Wall 2'x8' section* | \$79.00 | \$98.00 | _____ |
| *Slat/Grid Wall accessories supplied by exhibitor | | | |
| Slat/Grid Wall Leg set** | \$26.00 | \$33.00 | _____ |
| ** Minimum 2 panels necessary to be free standing | | | |

DECORATIONS / LIGHTING / MISCELLANEOUS

| | Advance | Regular | TOTAL \$ |
|--|---------|---------|----------|
| Plants-Call for availability and price | | | _____ |
| Ticket Tumbler-Raffle Drum | \$79.00 | \$98.00 | _____ |
| Pole Light w/ 2-150w bulbs | \$50.00 | \$63.00 | _____ |
| Pole Light w/ 1- 500w bulb | \$56.00 | \$70.00 | _____ |
| Source 4 Par w/ color gel | \$63.00 | \$79.00 | _____ |
| Garment Rack | \$39.00 | \$49.00 | _____ |
| Waste Basket 3 gal | \$12.00 | \$15.00 | _____ |
| Waste Basket 15 gal | \$16.00 | \$20.00 | _____ |
| Stanchion w/ 6' red band | \$25.00 | \$32.00 | _____ |
| Staging 4x4 section | \$59.00 | \$74.00 | _____ |
| Height _____ 12" _____ 16" _____ 24" _____ 30" _____ 36" | | | |

EXTRA DRAPING

| | Advance | Regular | TOTAL \$ |
|---|---------|---------|----------|
| 3' High per linear ft | \$5.00 | \$6.00 | _____ |
| 8' High per linear ft | \$7.00 | \$9.00 | _____ |
| 3'x8' Drape Color _____ red _____ white _____ blue _____ black _____ gray _____ burgundy _____ gold _____ green | | | |
| 9' to 16' High per linear ft | \$9.00 | \$12.00 | _____ |
| 9'-16' Drape Color _____ black _____ white | | | |

Furniture Rental Summary

This form must accompany Order Summary

TOTAL \$ _____

ADD 8.00% SALES TAX _____

TOTAL DUE - Enter on Order Summary



Material Handling Form

The Albany Auto Show
November 3-5, 2023

Advance Order Deadline 10/23/2023

| | |
|-----------|--------------|
| Exhibitor | Booth Number |
|-----------|--------------|

| | | |
|---------|-------|--------|
| Contact | Phone | E-mail |
|---------|-------|--------|

| | | | | |
|---|---------------|---|---------------|--------------------------------------|
| Rates | | Advance Shipments may begin arriving Mon-Friday 9am - 4pm | | 10/5/2023 |
| Minimum 200 lbs (2 CWT) charge per shipment | | Last day for advanced shipment prices | | 10/25/2023 |
| | | Exhibits ready for return shipment | | 11/5/2023 |
| Inbound & Outbound | | Advance Shipping Address: | | |
| Inbound ONLY | | Your Company Name / Booth # / Show Name | | |
| Advance | \$60.00 / CWT | Advance | \$48.00 / CWT | C/O Clifton Park Convention Services |
| Regular | \$90.00/CWT | Regular | \$72.00 / CWT | 871 Main Street |
| | | | | Clifton Park, NY 12065 |

Certified weight tickets are required for all shipments.

place order here

| Quantity Item # | Description <small>box, pallet, plastic case, fiber case, wood crate, other(please describe)</small> | Total Weight |
|--------------------|---|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | |
|---|--|-----|
| Minimum 200 lbs (2 CWT) per Shipment | Grand Total weight | lbs |
| | Divide Grand Total by 100 = CWT round up to nearest 100 | cwt |
| | Inbound Only - \$48.00/CWT Inbound/Outbound - \$60.00/CWT | |
| | Total \$ Due enter total on order summary | \$ |

| | | |
|--|-------------------------------|-------------|
| Our Product was Consigned as follows: | | |
| Date _____ | Carrier _____ | Pro # _____ |
| Return Shipment information | | |
| Carrier _____ | Deadline to be Received _____ | |
| Ship To _____ | Attention _____ | |
| Street _____ | Phone _____ | |
| NO PO Box _____ | Zip Code _____ | |
| City _____ | State _____ | |

871 MAIN STREET * CLIFTON PARK, NY 12065

TRADE SHOW MATERIAL HANDLING TERMS

**IMPORTANT! WE MUST RECEIVE YOUR ORDER BEFORE YOUR SHIPMENT!
YOUR ORDER MUST BE PAID IN FULL BEFORE DRAYAGE IS PROCESSED!**

All Shipments must be prepaid. Collect shipments will not be accepted!!!

MATERIAL HANDLING SERVICE

- Clifton Park Convention Service (CPCS) will receive exhibit material at our warehouse up to 30 days in advance. Receiving hours are **Mon-Fri 9am to 4pm**
- CPCS will receive exhibit material at the convention site **during exhibitor setup period only**. Arrangements for this service must be made in advance and will be subject to same rates as advance shipments. Shipments should be addressed to convention site **IN CARE OF Clifton Park Convention Service** and must arrive during specified time. Any unanticipated shipments to facility will be subject to Overtime rates.
- CPCS will deliver exhibit material to booth at the convention site. Exhibitor is responsible for unpacking & repacking exhibit material.
- CPCS can provide labor if necessary for a fee. Please see **Labor Order Form**.
- CPCS will remove & store empty shipping cartons that are labeled with **EMPTY** labels. **EMPTY** labels will be available at CPCS show desk. Do not leave items in empty cartons. CPCS will return empty shipping cartons to booth after close of show. Depending on the size of show it may take 2 hrs to receive empty cartons.
- Exhibitor must complete an outgoing bill of lading form and label each outgoing carton with shipping label. Bill of lading forms and shipping labels will be available at the CPCS show desk.
- CPCS will remove properly labeled and documented cartons from booth and arrange for return shipment.

MATERIAL HANDLING RATES AND CHARGES (ALL IN U.S. DOLLARS)

Rates apply to each 100 pounds (CWT). The weight is rounded up to the next hundred pounds. All charges are the responsibility of the exhibitor to whom shipments have been consigned. Additionally, charges for loading out shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

-The following charges will be based on the total inbound weight of shipment.

| | | | |
|---------------------|---|----------------|---|
| IN & OUT | Regular \$60.00 per CWT (100 lbs) Minimum Charge 2 CWT (200 lbs) | IN Only | Regular \$48.00 per CWT (100 lbs) Minimum Charge 2 CWT (200 lbs) |
| | Overtime \$90.00 per CWT (100 lbs) Minimum Charge 2 CWT (200 lbs) | | Overtime \$72.00 per CWT (100 lbs) Minimum Charge 2 CWT (200 lbs) |

OVERTIME

Overtime rates will be charged for shipments received at the warehouse or convention site which must be moved in or out of the convention site on overtime due to scheduling conflicts beyond the control of Clifton Park Convention Services. Overtime is Monday thru Friday before 8:00 A.M. and after 5:00 P.M., Saturday, Sunday or Holidays.

INBOUND BILL-OF-LADING

All shipments must have a bill of lading showing number of pieces, weight and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weighing station and obtain a certified weight before unloading can begin.

OUTBOUND SHIPPING

All Return Shipments are Shipped Freight Collect!

Each exhibitor or his representative will be expected to label their exhibit materials and furnish completed bills of lading or written shipping information. Blank labels and bills of lading can be obtained from CPCS personnel free of charge. Previous labels should be removed or obliterated. CPCS accepts no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. **CPCS WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE.** Exhibits and materials will be available for return shipping from our warehouse with-in two days after close of show. CPCS reserves the right to route material via alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within a reasonable time period after close of show. No liability will be assumed by CPCS as a result of such re-routing of handling.

PAYMENT POLICY

Payment in full is required prior to start of show. Due to pricing by weight, certified weight tickets must accompany each shipment. Shipments without weight tickets will be accepted provided a credit card authorization accompanies written order.

LIMITS OF LIABILITY

1. Clifton Park Convention Service shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Clifton Park Convention Service shall not be responsible for loss, theft or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Clifton Park Convention Service shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill-of-lading covering outgoing shipments, which are furnished by Clifton Park Convention Service to exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Clifton Park Convention Service shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Clifton Park Convention Service liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Clifton Park Convention Service's maximum liability shall be limited to \$.60 per pound per article with a maximum liability of \$100.00 per item, or \$500.00 per shipment, whichever is less.
6. Clifton Park Convention Service shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Clifton Park Convention Service by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor, (and/or other shipper) of the terms and conditions set forth.

| | |
|---|--|
| A | Rush! |
| | Exhibition Freight |
| FROM: _____ | |
| _____ | |
| _____ | |
| ADVANCE SHIPMENT | |
| TO: | _____ |
| Exhibiting Company | The Albany Auto Show |
| Name of Trade Show | _____ |
| C/O | Clifton Park Convention Service 871 Main Street Clifton Park, NY 12065 |
| Number | _____ of _____ pieces |
| Shipment should arrive between: 10/02/2023 -10/23/2023 | |
| Certified weight tickets are required for all shipments | |

| | |
|---|--|
| A | Rush! |
| | Exhibition Freight |
| FROM: _____ | |
| _____ | |
| _____ | |
| ADVANCE SHIPMENT | |
| TO: | _____ |
| Exhibiting Company | The Albany Auto Show |
| Name of Trade Show | _____ |
| C/O | Clifton Park Convention Service 871 Main Street Clifton Park, NY 12065 |
| Number | _____ of _____ pieces |
| Shipment should arrive between: 10/02/2023 -10/23/2023 | |
| Certified weight tickets are required for all shipments | |

SHIPPING LABEL

Please use these shipping labels and make additional copies as necessary. Attach with clear packaging tape.
SEE YOU AT THE SHOW !!

The Albany Auto Show
 November 3-5, 2023

Advance Order Deadline 10/23/2023

Exhibitor

Booth Number

Contact

Phone

E-mail

SKILLED LABOR FOR INSTALLATION AND DISMANTLING OF DISPLAYS

RATES

Straight Time - charge per worker for non-holiday weekday hours between 9:00am and 5:00 pm

Overtime - charge per worker for all other hours including all day Saturday, all day Sunday, and Holidays

| Advance | |
|---------------|------------------|
| Straight Time | \$61.44 per hour |
| Overtime | \$76.80 per hour |

| Late | |
|---------------|------------------|
| Straight Time | \$71.44 per hour |
| Overtime | \$86.80 per hour |

Minimum 1 hr labor charge per worker requested

PLACE LABOR ORDER HERE

| | Date | # Workers | Start time | End Time | Total Hours | Labor Rate | 8% Sales Tax | Total \$ |
|-------------------------------------|------|-----------|------------|----------|-------------|------------|--------------|----------|
| Setup Labor | | | | | | | | |
| Setup Labor | | | | | | | | |
| Setup Labor | | | | | | | | |
| Dismantle Labor | | | | | | | no tax | |
| Dismantle Labor | | | | | | | no tax | |
| Total Due | | | | | | | | |
| Enter total on Order Summary | | | | | | | | |

SPECIFY INSTALLATION PROCEDURE

Place mark next to one
 (if none are marked we will Proceed without Supervisor)

PROCEED WITHOUT EXHIBITOR: If you elect this option we require you send plans with this form AND also include them with the shipment of exhibit material. We will follow instructions to the best of our ability in assembling you exhibit, however we will not be responsible for any resulting damage, loss, excessive time or improper installation. Work will be done on a straight time basis when possible

EXHIBITOR WILL SUPERVISE INSTALLATION

Supervisor Name: _____
 Phone #: _____

Advance Order Deadline 10/23/2023

Exhibitor

Booth Number

Contact

Phone

E-mail

**Fork Lift with Driver
RATES**

Straight Time - charge for non-holiday weekday hours between 9:00am and 5:00 pm

Overtime - charge for all other hours including all day Saturday, all day Sunday, and Holidays

| Advance | |
|---------------|-------------------|
| Straight Time | \$120.00 per hour |
| Overtime | \$180.00 per hour |

| Late | |
|---------------|-------------------|
| Straight Time | \$180.00 per hour |
| Overtime | \$270.00 per hour |

Minimum 1 hr charge per fork lift requested

PLACE ORDER HERE

| | Date | Start Time | End Time | Total Hours | Rate | Total |
|---------------|------|------------|----------|-------------|------|-------|
| Install | | | | | | |
| Straight Time | | | | | | |
| Install | | | | | | |
| Overtime | | | | | | |
| Dismantle | | | | | | |
| Straight Time | | | | | | |
| Dismantle | | | | | | |
| Overtime | | | | | | |
| Subtotal | | | | | | |
| 8% Sales Tax | | | | | | |
| Total Due | | | | | | |

SPECIFY INSTALLATION PROCEDURE

Place mark next to one
(if none are marked we will Proceed without Supervisor)

PROCEED WITHOUT EXHIBITOR: If you elect this option we require you send plans with this form AND also include them with the shipment of exhibit material. We will follow instructions to the best of our ability in assembling your exhibit, however we will not be responsible for any resulting damage, loss, excessive time or improper installation. Work will be done on a straight time basis when possible.

EXHIBITOR WILL SUPERVISE INSTALLATION:

Supervisor Name: _____

Phone # _____